

Registration of Parkers Policy

Purpose Statement:

This policy supplements [Chapter 236-12 WAC](#) and clarifies the responsibilities of the Office of Parking Services.

This policy applies to anyone parking on the Capitol Campus. There are no exemptions.

Action:

Revision of existing policy dated January 4, 2010

Effective Date:

July 1, 2011

Owner:

Office of Parking Services

Review Cycle:

2 years

Approved By:

/s/
Jane Rushford
Acting Director

Policy Content

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Policy

The Office of Parking Services is delegated responsibility for assigning, tracking and monitoring parkers on the Capitol Campus.

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1. **Parkers will be registered with the Office of Parking Services prior to being authorized to park on the Capitol Campus.**
2. **Parkers will be required to register or update registration information with the Office of Parking Services upon request or if any of the following circumstances occur:**
 - a. New employee requests a permit
 - b. Employee changes agency
 - c. Parker requests to change parking area or zone
 - d. Permitted vehicle is sold
 - e. New vehicle is purchased by permit holder
 - f. Employee leaves state service
 - g. Disabled parkers with Department of Licensing permit requesting permanent or temporary ADA parking assignment
 - h. Permit is lost or stolen
 - i. Vanpool/carpool or rideshare permits – verify every three (3) months
 - j. Vendor requests a Service Vehicle Permit
 - k. Agency requests an Annual Agency Permit
 - l. Agency requests a Director Permit

3. Sufficient information will be required to be able to locate a parker in case of an emergency.
4. Registration procedure will ensure that the parker understands their assigned parking location, parking rules and regulations, and proper display of permits.
5. Parkers will be automatically placed on a waiting list for the parking area closest to their work area effective the day they register. Some areas have more than one waiting list. As the parker is moved from one garage to another, the effective date for the next waiting list is the date they are moved.
6. State employees pay authorized parking fees by payroll deduction. Others pay monthly or quarterly to the Parking Office.
7. Vanpools/carpools will be registered with the Office of Parking Services as intended by WAC 236-12. In an effort to encourage vanpools/carpools, no fees will be established for employees participating in this program.
8. Every effort will be made to accommodate employees with disabilities and they will be assigned to stalls accessible to the area in which they work. Verification of the employee's eligibility for accessible parking will be established upon registration.
9. Ridesharing will be encouraged by the Office of Parking Services. The fee will be deducted from the check of each person assigned to the rideshare. There are no special parking areas set aside for rideshares.

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Related policies and other requirements

- State law – [RCW 46.08.172, Parking rental fees -- Establishment](#)
- State rule – [WAC 236-12, State Capitol Grounds Traffic and Parking Regulations](#)
- GA enterprise policy – [Agency and Service Parking Permits](#)
- GA enterprise policy – [No-charge and Miscellaneous Parking Passes](#)
- GA enterprise policy – [Off-shift Parking](#)
- GA enterprise policy – [Operational Guidelines for Activity Parking on the Capitol Grounds](#)
- GA enterprise policy – [Parking Fee Schedule for the Capitol Campus](#)
- GA enterprise policy – [Parking Criteria for the Legislative Garage](#)

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Forms and instructions

- [Carpool/Vanpool Parking Permit Application](#)
- [Online Employee Parking Registration](#)
- [Bicycle Cage Registration](#)

Definitions

- *Parker* means those wishing to park or are currently parking on the Capitol Campus.
- *Rideshare* means two (2) employees commuting in the same vehicle.
- *Vanpool/Carpool* means three (3) or more employees traveling to the Capitol Campus in the same vehicle.

History:

Amended:

July 1, 2011 – This revision transitions the policy to the current policy format and updates links to related policies and supporting forms. No substantive content changes were made.

January 4, 2010 – This policy has been revised to align with current approved parking practices and with the current agency policy and procedure format.

Supersedes:

Parking Office Policy #1 – Registration of Parkers dated July 1, 1996

Original Effective Date

July 1, 1996

POLICY FEEDBACK

Did this Policy successfully answer your questions? Please send your comments to policy@ga.wa.gov.

To obtain a copy of a historical policy, e-mail the GA Policy Office at policy@ga.wa.gov

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